

Program 1055-S Term 07/01/17 To 06/30/18
 TITLE: Business Cards - Richland

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Esprit Graphic Communications		Pacific Office Automation		SIMILAR CONTRACT/GPO ESTIMATE	
			Kennewick WA UNIT RATE	COST	Kennewick WA UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:							
	(a) Printing in a single ink color, per side and per name.							
	1. Makeready and/or Setup	46	\$90.00	\$4,140.00	N/C	\$0.00	\$20.00	\$920.00
	2. Running Per 100 Copies	69	\$3.00	\$207.00	\$12.00	\$828.00	\$8.00	\$552.00
	(b) Printing in an additional ink color, per side and per name.							
	1. Makeready and/or Setup	10	\$90.00	\$900.00	N/C	\$0.00	\$30.00	\$300.00
	2. Running Per 100 Copies	15	\$2.75	\$41.25	\$12.00	\$180.00	\$4.00	\$60.00
	(c) Printing in four color process, per side and per name							
	1. Makeready and/or Setup	136	\$98.00	\$13,328.00	N/C	\$0.00	\$20.00	\$2,720.00
	2. Running Per 100 Copies	204	\$6.00	\$1,224.00	\$15.00	\$3,060.00	\$13.75	\$2,805.00
II.	STOCK/PAPER (per 100 leaves):							
	(a) White Index, 140 lbs.	105	\$3.38	\$354.90	\$6.00	\$630.00	N/C	\$0.00
	(b) White Smooth Finish Cover, 120 lbs.	105	\$3.32	\$348.60	\$6.00	\$630.00	N/C	\$0.00
III.	ADDITIONAL OPERATIONS:							
	(a) Computer Time Work outside the scope of the contract. Cost per hour. Prior to work the contractor will be required to inform the agency of the approximate time required.	10	\$95.00	\$950.00	\$25.00	\$250.00	\$35.00	\$350.00
CONTRACTOR TOTALS				\$21,493.75		\$5,578.00		\$7,707.00
DISCOUNT			NET	\$0.00	NET	\$0.00	1%	\$77.07
DISCOUNTED TOTALS			30 days	\$21,493.75	30 days	\$5,578.00	20 days	\$7,629.93

AWARDED

Review by: _____

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards - Richland

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of Energy
Richland, WA

Single Award

The term of this contract is for the period

beginning July 1, 2017 and ending June 30, 2018

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Seattle, WA, time, on June 22, 2017.

RESTRICTED AREA: The manufacturing of this product is restricted to a 25-mile radius of Richland, WA.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1055-S" on the outside of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

THIS IS A NEW OFFERING, THERE IS NO HISTORY

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail lmoore@gpo.gov Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

	<u>Attribute Specified</u>	<u>Standard</u>
P-7.	Type Quality and Uniformity	Average type dimension or digital files or Approved proof.
P-8.	Halftone Match (Single and Double Impression)	Government Furnished Materials or Approved proof.
P-9	Solid & Screen tint Color Match	Pantone Matching System or Approved proof.
P-10	Process Color Match	Government Furnished Material or Approved proof.

SUBCONTRACTING: The predominant production function is press-work.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options will not exceed five years.

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ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated. Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from July 1, 2017 through June 30, 2018. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

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PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.



<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

RECOVERED MATERIALS PROGRAM: The Government Publishing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any. Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

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FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile and emailed bids transmitted to GPO offices will not be considered.**

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SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of cards requiring such operations as composition, printing, packing, and distribution.

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FREQUENCY OF ORDERS: Approximately 70 orders of business cards per year.

QUANTITY: An average of 2 names per order with an average of 150 cards per name. An occasional order may have well above two names per order. Minimum of 100 cards per name.

Approximately 25% of sides print in a single ink color.

Approximately 75% of sides print in four color process.

Approximately 10 names will require 1 additional ink color.

NUMBER OF PAGES: Business cards will print face only or face and back.

Approximately 70% of cards are one side only.

Approximately 30% of cards are face and back.

TRIM SIZE: 3-1/2 x 2".

GOVERNMENT TO FURNISH:

Print orders.

At the option of the agency Government furnished material will be emailed, sent via contractors FTP site, faxed, or picked up by the contractor.

Manuscript copy.

Electronic media Thumb Drive, DVD, CD-ROM, both IBM and/or Macintosh compatible. Software on the above could include but not limited to: CorelDraw, PhotoShop, PageMaker, InDesign, Quark XPress, Freehand, Suitcase, PDF files, Microsoft Office Suite of products, Illustrator and PostScript files. Software will be in a variety of versions. Printer fonts will be provided on the file. The contractor must have the current versions and up-grade as they become available.

GPO form 905.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

The contractor must have 24/7 internet access.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material and print proofs from the site when required.

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The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials and proofs from their secure website.

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the ordering agency.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged discs, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

When required by the ordering agency, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

COMPOSITION: Composition must be laser or photo-composition; (minimum DPI of 1200).

Common type faces and fonts will be required.

The contractor will be required to set type from furnished manuscript copy consisting of names, addresses, phone numbers, fax numbers and e-mail addresses. Other small amounts of type may be required.

The contractor will be required to store digital versions of logos that the agencies will require usage throughout the term of this contract. Storage of digital files will be for the life of the contract.

COMPUTER TIME WORK: Consists of minor repairs and/or corrections required by the ordering agency on electronic camera copy outside the scope of the contract. Time work will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections, allowing the agency the opportunity to correct and/or provide corrected files.**

The contractor must include agency approval of computer timework with the invoice.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

FILM/REPRODUCIBLES: Film is not required. All halftones are to be 133 dpi line or finer.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March, 2011. http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.



Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

All paper used in each copy must be of a uniform shade.

The paper to be used will be indicated on each print order.

White Index, basis weight: 140 lbs. per 500 sheets, basis size: 25-1/2 x 30-1/2", equal to JCP Code K10.

White Smooth Finish Cover, basis weight: 120 lbs. per 500 sheets, basis size: 20 x 26".

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PRINTING: Print face only or face and back in a single ink color and/or an additional ink color and/or four color process. The additional ink color(s) will be indicated by the Pantone Matching System. Multi-colored printing may require close registration.

INK: If lithographic ink is used in the production of this contract, it must consist of a minimum of 20% vegetable oil.

MARGINS: Majority of orders require bleeds up to four sides. Some orders have adequate gripper margins throughout. Maintain margins as indicated on copy.

PROOFS: When indicated on print order, the contractor will fax, email or post the proof(s) to their secure website, at the option of the ordering agency. The proofs must show color breaks, trim and have all elements in their proper position. When proofs are required the contractor must not print prior to receipt of an 'OK to print'.

PACKING: Box business cards, keep each name separate.

Shrink wrapping is not acceptable.

Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

Deliver FOB destination to Richland WA and to other areas within Washington state.

Deliver FOB contractors city to areas outside of Washington state.

Deliveries to Richland WA are not accepted after 3:00 p.m.

The contractor will be reimbursed for shipments to other locations outside of Washington state by submitting shipping receipts with your invoice. Contractor must receive approval from agency on method of shipment.

Follow Print Order for delivery address.

Upon completion of each order return the Government Furnish Materials to the ordering agency.

Upon completion of each order an invoice must be furnished to agency for information only within 5 days of delivery. The contractor must also submit the invoice for billing to the Government Publishing Office. Follow the Government Publishing Office billing procedure.

All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies must be borne by the contractor.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to agency and to infoseattle@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of the message shall be "Distribution for PROGRAM 1055S, PRINT ORDER: _____". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). The schedule will start the day of notification of the availability of Government Furnished Materials.

Majority of furnished material will be available via email or contractors FTP site. At the option of the agency some orders will require furnished material to be picked up from the delivery address.

The schedule begins the workday and time the contractor is notified of the availability of a print order and furnished material to be picked up.

Complete production and delivery to be within 4-10 work days.

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The shipping/delivery date indicated on the print order is the date products ordered must be delivered to the destination specified.

PROOFS: The proof will be held one workday on normal orders. The agency will email or fax changes or proof approval to the contractor.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)
I. (a)	46	69
(b)	10	15
(c)	136	204
II. (a)	105	
(b)	105	
III. (a)	10	

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

- I. COMPLETE PRODUCT:** Prices quoted shall include the cost of all required materials including typesetting, proofing, printing, trimming, boxing and other operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Printing in a single ink color, per side and per name.	\$ _____	\$ _____
(b) Printing in an additional ink color, per side and per name.	\$ _____	\$ _____
(c) Printing in four color process, per side and per name.	\$ _____	\$ _____

A make-ready and run will be allowed for each different name regardless how many are ganged together.

- II. STOCK/PAPER:** Payment for paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

per 100 leaves

(a) White Index, 140 lbs.	\$ _____
(b) White Smooth Finish Cover, 120 lbs.	\$ _____

 Initials

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III. ADDITIONAL OPERATIONS:

- (c) Computer Time Work outside the scope of the contract.
 Cost per hour. Prior to work, the contractor will be required
 To inform the agency of the approximate time required. \$_____

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices, initial or sign each in the space provided, and submit with GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted) (Telephone Number)